New Pastures Primary School

Supporting Pupils with Medical Conditions

1	Summary	Supporting Pupils with Medical Conditions			
2	Responsible person	B Wray			
3	Accountable SLT member	B Wray			
4	Applies to	☒All staff ☐Support staff ☐Teaching staff			
5	Who has overseen development of this policy	SLT			
6	Who has been consulted and recommended policy for approval	Staff			
7	Approved by and date	September 2026			
8	Version number	Version 1			
9	Available on	Every	☐Y ☐N	Trust website Academy website SharePoint	☐Y ☐N ☒Y ☐N ☒Y ☐N
10	Related documents (if applicable)	• Online Safety Policy • Child Protection and Safeguarding Policy • Behaviour Policy • Data Protection Policy and privacy notices • Staff Code of Conduct and disciplinary procedures • Complaints Procedure			
11	Disseminated to	☐Trustees/governors ☒All staff ☐Support staff ☐Teaching staff			
12	Date of implementation (when shared)	September 2026			
13	Consulted with recognised trade unions	☐Y ☒N			

Policy purpose

This policy explains how New Pastures Primary School supports pupils with medical conditions so that they can access education, school visits, physical education, enrichment and wider school life safely and on the same basis as other pupils. It applies across the Lower School and Upper School sites.

Related documents

- Accessibility Plan
- Allergy Safety Policy
- Complaints Policy
- Equality Information and Objectives
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- SEND Policy and SEND Information Report
- Educational Visits Policy

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1 Aims

The academy will:

- make sure pupils, staff and parents and carers understand how pupils with medical conditions will be supported
- ensure pupils with medical conditions can participate fully in education, including trips and sporting activities
- ensure sufficient staff are suitably trained and competent
- make relevant staff aware of a pupil's condition and agreed support while respecting confidentiality
- maintain cover arrangements so trained support remains available
- give supply and temporary staff the information they need to keep pupils safe
- develop, implement and review individual healthcare plans where these are needed

2 Legislation and statutory responsibilities

This policy meets the requirements of section 100 of the Children and Families Act 2014. It has regard to the Department for Education statutory guidance Supporting pupils at school with medical conditions and relevant duties under the Equality Act 2010.

The Venn Academy Trust Board, as proprietor, has ultimate responsibility for ensuring appropriate arrangements are in place. Local oversight is exercised through the academy's governance arrangements. The Principal is responsible for implementing this policy at New Pastures.

3 Roles and responsibilities

3.1 Trust Board and academy governance

- ensure arrangements are in place to support pupils with medical conditions
- ensure sufficient trained and competent staff are available
- seek assurance that this policy is implemented and reviewed
- ensure appropriate insurance and indemnity arrangements are maintained

3.2 Principal

The Principal will:

- make all staff aware of this policy and their role in implementing it
- ensure enough appropriately trained staff are available to implement individual healthcare plans, including during absence, emergencies and off-site activities
- ensure staff who need to know are given appropriate information about a pupil's condition
- take overall responsibility for the development and review of individual healthcare plans, while delegating operational tasks where appropriate
- ensure the academy obtains and keeps up-to-date information about pupils' medical needs
- contact the school nursing service where a pupil may need support but has not been brought to its attention
- ensure suitable storage, access, recording and disposal arrangements for medicines

3.3 Staff

Supporting pupils with medical conditions is a shared responsibility. A member of staff may volunteer or agree to provide support, including administering medicines. Staff will not undertake a medical procedure or

administer medication unless they have received suitable information, instruction and, where required, competency-based training.

Teachers will take account of the needs of pupils with medical conditions. All staff must know how to obtain help and respond when a pupil needs medical assistance.

3.4 Parents and carers

- provide sufficient, accurate and current information about their child's medical needs
- take part in developing and reviewing an individual healthcare plan
- provide medicines and equipment as agreed, in date and correctly labelled
- ensure they or another nominated adult can be contacted
- tell the academy promptly about changes to treatment, medication or contact details

3.5 Pupils

Pupils will be involved in discussions and decisions about their support as far as their age, understanding and circumstances allow. Pupils who are competent will be encouraged to manage aspects of their own condition safely, as recorded in their individual healthcare plan.

3.6 Healthcare professionals

The school nursing service and other relevant healthcare professionals may notify the academy of a pupil who requires support, advise on an individual healthcare plan, identify training needs and confirm staff competency for specific procedures.

4 Equal opportunities and inclusion

The academy will actively support pupils with medical conditions to participate in lessons, visits, residentials, sporting activities and enrichment. Reasonable adjustments and proportionate risk assessments will be made in consultation with the pupil, parents and carers, and relevant healthcare professionals.

A pupil will not be excluded from an activity solely because of a medical condition where safe and reasonable arrangements can be made.

5 Notification and transition

When the academy is notified that a pupil has a medical condition, the Principal or delegated member of staff will decide, with parents, carers and healthcare professionals where appropriate, whether an individual healthcare plan is required. Arrangements will normally be established within two weeks of notification, or before the pupil starts where sufficient notice is given.

For pupils transferring between settings, the academy will work with the previous or receiving setting and health professionals to support continuity. Temporary arrangements will be put in place where complete information is not yet available and delay would place the pupil at risk or prevent attendance.

6 Individual healthcare plans

The Principal has overall responsibility for individual healthcare plans. Plans will be developed collaboratively, kept readily accessible to staff who need them, and reviewed at least annually or sooner when needs change.

Not every medical condition requires an individual healthcare plan. The decision will be evidence-based and proportionate. If agreement cannot be reached, the Principal will make the final decision, taking appropriate professional advice into account.

An individual healthcare plan will include, as relevant:

- the condition, triggers, signs, symptoms and treatment
- medication, dose, side effects, storage, equipment and dietary requirements
- educational, social and emotional support, including arrangements following absence

- the support required in routine and emergency situations
- who will provide support, the training required and cover arrangements
- which staff need relevant information
- written consent for administration or supervised self-administration
- arrangements for trips, sport and activities outside the normal timetable
- confidentiality arrangements
- emergency actions, contacts and contingencies

Where a pupil has an education, health and care plan, the individual healthcare plan will be linked to or form part of it. Relevant special educational needs will be reflected in the plan.

7 Managing medicines

Prescription and non-prescription medicines will be administered only where not doing so would be detrimental to a pupil's health or attendance and the academy has written parental consent, except where a medicine has lawfully been prescribed without parental knowledge.

- Medicines must be in date, labelled and supplied in the original container as dispensed, with clear administration, dosage and storage instructions. Insulin may be supplied in a current pen or pump.
- Medicines containing aspirin will not be given to a pupil under 16 unless prescribed by a doctor.
- Before administering pain relief, staff will check the maximum dose and when a previous dose was taken. Parents and carers will be informed.
- Medicines are stored securely in the appropriate Lower School or Upper School Office. Emergency medicines and devices, including inhalers, blood glucose equipment and adrenaline auto-injectors, will remain immediately accessible and will not be locked away in a way that delays treatment.
- Pupils will know where their medicines are held and how to obtain them. Storage arrangements may be varied through an individual healthcare plan where immediate access requires this.
- Medicines no longer required or out of date will be returned to parents and carers for safe disposal. Needles and other sharps will be placed in an approved sharps container.

7.1 Controlled drugs

Controlled drugs will be managed in accordance with legal requirements. Unless a competent pupil is authorised to possess their prescribed controlled drug, it will be held in a secure, non-portable cupboard in the appropriate school office. Access will be restricted to named staff. A record will be maintained of quantities received, administered, returned and remaining, and the medicine will remain accessible in an emergency.

7.2 Self-management

Competent pupils will be encouraged to take responsibility for their medicines and procedures. Arrangements will be agreed with parents and carers and recorded in the individual healthcare plan. Staff will not force a pupil to take medicine or undergo a procedure; they will follow the agreed plan and contact parents or carers so that an alternative can be considered.

7.3 Recording administration

Every dose administered or supervised by academy staff, and any refusal or error, will be recorded promptly on Medical Tracker. The record will identify the pupil, medicine, dose, date, time and staff member. Where two-person checking is required by the individual plan, controlled-drug arrangements or local procedure, both staff members will record their involvement. Parents and carers will be informed where required by the plan or where a pupil has been unwell, refused medicine or experienced an error.

7.4 Unacceptable practice

It is not acceptable to:

- prevent pupils from accessing inhalers, emergency medicines or other necessary treatment
- assume pupils with the same condition need identical support

- ignore the views of the pupil or their parents and carers, or disregard medical evidence without proper consideration
- send pupils home frequently, prevent them remaining for lunch or exclude them from normal activities solely because of their condition, unless their plan requires this
- send an unwell pupil to an office or medical area unaccompanied or with an unsuitable person
- penalise a pupil for absence related to a medical condition
- prevent necessary access to food, drink, toilets or rest breaks
- require parents or carers to attend school to provide routine support that the academy should reasonably arrange
- create unnecessary barriers to trips or other aspects of school life, including routinely requiring a parent or carer to accompany the pupil
- administer, or ask a pupil to administer, medicine in a toilet

8 Emergency procedures

Staff will follow the academy's emergency procedures and the pupil's individual healthcare plan. Plans will state what constitutes an emergency and what action must be taken. Staff will call 999 without delay when emergency assistance is required.

If a pupil is taken to hospital, a member of staff will remain with the pupil until a parent or carer arrives or, where appropriate, accompany the pupil in the ambulance. Relevant medical information and medication will be sent with the pupil where safe to do so.

Emergency adrenaline auto-injectors are located in the Lower School Office and Upper School Office and are managed in accordance with the academy's Allergy Safety Policy and applicable guidance.

9 Training and competency

Training will be identified when an individual healthcare plan is developed or reviewed. The relevant healthcare professional will advise on the type and level of training and, where necessary, confirm staff competency. Training will be refreshed as required.

- Staff will not give prescription medicines or undertake healthcare procedures without appropriate information and training.
- General awareness of this policy and emergency arrangements will form part of induction.
- Training records, including dates, content, provider, attendees and renewal dates, will be maintained.
- A first-aid certificate alone does not establish competency for a specific medical procedure.

10 Record keeping and confidentiality

Medical information will be processed lawfully, stored securely and shared only with those who need it to safeguard and support the pupil. Individual healthcare plans will be readily accessible to appropriate staff, including relevant temporary staff, while being protected from unauthorised access.

Medical Tracker is the academy's authoritative record of medicines administered or supervised. Records will be retained in accordance with the Trust's records retention arrangements. Parents and carers will be informed when their child has been unwell or where the individual plan requires notification.

11 Educational visits and off-site activities

Before an off-site activity, staff will review medical information, individual healthcare plans, risk assessments, staffing, transport, emergency contacts and access to medicines. Required medication and equipment must accompany the pupil and remain accessible. A trained member of staff will be available where the plan requires one.

12 Liability and indemnity

Venn Academy Trust will ensure that appropriate insurance or indemnity arrangements cover staff acting within their training, competence and authorised duties. The Trust participates in the Department for Education Risk Protection Arrangement.

13 Complaints

A parent or carer concerned about the support provided should raise the matter with the Principal in the first instance. If it is not resolved, the concern may be progressed through the Venn Academy Trust Complaints Policy. Complaints relating to SEND support will also be handled in accordance with the arrangements described in the academy's SEND Information Report.

14 Monitoring and review

The Principal will monitor implementation, including individual healthcare plans, training, medicine records, incidents and complaints. This policy will be reviewed annually and sooner if legislation, statutory guidance, Trust arrangements or academy circumstances change. It will be presented for approval through the academy's governance arrangements.